



**CITY OF SOUTH PASADENA
SENIOR CITIZEN COMMISSION
AGENDA**

**South Pasadena Senior Citizens Center
1102 Oxley Street, South Pasadena, CA 91030
March 16, 2022 at 8:30 a.m.**

South Pasadena Senior Citizen Commission Statement of Civility

As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the Senior Citizen Commission may participate remotely and not be physically present in the South Pasadena Senior Citizens Center. Until further notice and as such Executive Orders remain in effect, the Senior Citizen Commission may also allow public participation to continue via live public comment conducted over ZOOM.

The South Pasadena Senior Citizen Commission for March 16, 2022 will be conducted in-person from the Senior Citizen Center, located at 1102 Oxley Street, South Pasadena.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and City Council, as the South Pasadena Senior Citizen Center will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The In-person Hybrid meeting will be conducted live in the South Pasadena Senior Citizen Center.

The Meeting will be available

- In Person Hybrid – South Pasadena Senior Citizen Center, 1102 Oxley Street

**Zoom Meeting Information
Meeting ID: 831 6007 7226
Passcode: 783316**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or

2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/83160077226?pwd=QkRDZkRNeEpIZlpGakcvdHlzVkVTUT09>
 or
 3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:
<https://us06web.zoom.us/u/kCumxKfiT>

PUBLIC COMMENTS

The Senior Citizen Commission welcome public input. If you would like to comment on an agenda item, or make a general public comment, members of the public may submit public comments in writing for Senior Citizen Commission consideration by emailing comments or questions to msnyder@southpasadenaca.gov by 12:30 p.m. on Tuesday, March 15, 2022, to ensure adequate time to compile and post. Please provide: 1) your name, and 2) agenda item for the comments/questions. All comments/questions will be distributed to the Committee for consideration and will also be posted on the City's website prior to the meeting.

Pursuant to state law, the Senior Citizen Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Senior Citizen Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

CALL TO ORDER: Rachel Fox, Chair

ROLL CALL: Rachel Fox, Chair
 Ellen Diagle, Vice-Chair
 Barbara Klein
 Shireen Chang

COUNCIL LIAISONS: Michael Cacciotti, Mayor

STAFF PRESENT: Melissa Snyder, Community Services Supervisor
 Sheila Pautsch, Community Services Director
 Lucy Hakobian, Community Services Deputy Director

INTRODUCTION

1. **Introduction of Community Services Deputy Director** – Lucy Hakobian

PUBLIC COMMENT AND SUGGESTIONS

2. **Public Comment – General**

PRESENTATION**3. Senior Center Updates****4. Dial A Ride Updates****COMMUNICATIONS****5. City Council Liaison Communications****6. Commissioner Communications****7. Staff Liaison Communications****ACTION/DISCUSSION****8. Approval of the February 9, 2022 Meeting Minutes**Recommendation

It is recommended that the Commission review and approve the February 9, 2022 Meeting Minutes.

9. Nomination of Appointments to Dementia Friendly South Pasadena SubcommitteeRecommendation

It is recommended that the Commission nominate two Commissioners to serve on the Dementia Friendly South Pasadena subcommittee.

10. Review and Approve the 2022 Senior Citizen Commission Work PlanRecommendation

It is recommended that the Commission review and approve the 2022 Senior Citizen Commission Work Plan.

11. Review and Provide Feedback to the 2021 Annual ReportRecommendation

It is recommended that the Commission review and provide feedback on the 2021 Annual Report.

ADJOURNMENT**FUTURE SENIOR CITIZEN COMMISSION MEETINGS**

April 13, 2022	Senior Citizen Center	8:30 a.m.
May 11, 2022	Senior Citizen Center	8:30 a.m.
June 8, 2022	Senior Citizen Center	8:30 a.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City's website at:

<https://www.southpasadenaca.gov/government/boards-commissions>

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting. The City's YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AJewD_6sfwDA/featured

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

3/11/2022

Date

DocuSigned by:

Melissa Snyder

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Melissa Snyder, Community Services Supervisor

February 9, 2022



Wednesday, February 9, 2022
Minutes of the Senior Citizen Commission

CALL TO ORDER

The Senior Citizen Commission meeting was called to order by Chair Rachel Fox on Wednesday, February 9, 2022, at 8:31 a.m. The meeting was held in a virtual setting, with Commissioners and Council Liaison attending via Zoom.

ROLL CALL

Present: Rachel Fox, Chair
Ellen Daigle, Vice Chair
Barbara Klein
Shireen Chang

Council Liaison

Present: Michael Cacciotti, Mayor

City Staff

Present: Sheila Pautsch, Community Services Director
Melissa Snyder, Community Services Supervisor
Katrina Faulmino, Community Services Coordinator

INTRODUCTION

1. Community Services Supervisor Snyder gave an introduction to Katrina Faulmino, Community Services Coordinator at the Senior Center. She provided a brief background on Katrina's previous work with the City spanning from 2013. She described her extensive work history in both the Senior Services Division and Youth and Recreation Division.

PUBLIC COMMENTS AND SUGGESTIONS

2. No public comments.

PRESENTATION

3. Senior Center Updates

February 9, 2022

Community Services Supervisor Snyder presented the updates regarding resumption of in-person indoor programming starting the week of February 28. Additionally, she provided specific classes and programs that would be returning after the closure. She also provided an update regarding the Nutrition Program and Grab and Go. Community Services Supervisor Snyder updated the Commission on COVID-19 protocols throughout the Senior Center.

4. Dial A Ride Updates

Community Services Supervisor Snyder presented the updates for the Dial A Ride program stating the average number of rides per month. With the majority of the trips being to medical facilities and grocery stores. Additionally, she provided an update on the CHP Audit as well as changes to staffing within the division.

COMMUNICATIONS

5. City Council Liaison Communications

Mayor Cacciotti reported on the Ad Hoc City Leased Recreational Facilities Committee and the focus on the improvements to the golf course restaurant and batting cages. Additionally, he updated the Commission on the Festival of Balloons Committee and assistance from the Community Services Department and Library. Lastly, he provided an update on social media efforts such as Merchant Minutes and Department Highlights.

6. Commissioner Communications

Vice Chair Daigle reported on WISPAA's next meeting that will introduce new City staff. Commissioner Chang and Community Services Supervisor reported on the Lunar New Year drive thru lunch event, which collaborated with the South Pasadena Chinese-American Club. Commissioner Chang asked for an update regarding Snuggle a Senior. Community Services Supervisor Snyder reported that the Senior Center received over 75 blankets which were given to homebound seniors, Dial-A-Ride participants, and even some senior who came into the Senior Center.

7. Staff Liaison Communications

Community Services Supervisor Snyder reported on the recruitment of Senior Meal Program Site Manager and Recreation Leaders. Community Services Director Pautsch reported on the hiring of Lucy Hakobian as Community Services Deputy Director and the Department's succession plan.

ACTION/DISCUSSION

8. Approval of the December 8, 2021 Meeting Minutes

Motioned by Commissioner Chang, seconded by Chair Fox, motion carries 3-0 to approve the January 12, 2022.

9. Discussion of Increase in Fees for Functional Fitness

Community Services Supervisor Snyder provided background on Independent Contract Instructors and information regarding the increase of fees for Functional Fitness. Additionally, she provided information on how Independent Contract Instructors are compensated and what the fees retained by the City go to. Vice Chair Daigle requested clarification on the initial fee

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and how much the fee has increased by, which Community Services Supervisor Snyder explained the increase in fee.

10. Consideration of Dementia Friendly South Pasadena Subcommittee

The Commission discussed the option for creating a Dementia Friendly South Pasadena Subcommittee. Motioned by Commissioner Change, seconded by Vice Chair Daigle to establish a Dementia Friendly South Pasadena subcommittee.

ADJOURNMENT

The Commission Meeting was adjourned at 9:15 a.m.

Respectfully Submitted:

Approved By:

Melissa Snyder
Community Services Supervisor

Rachel Fox
Chair



Senior Citizen Commission Agenda Report

ITEM NO. 09

DATE: March 16, 2022

FROM: Melissa Snyder, Community Services Supervisor ^{DS} MS

SUBJECT: **Nomination of Appointments to Dementia Friendly South Pasadena Subcommittee**

Recommendation

It is recommended that the Commission nominate two Commissioners to serve on the Dementia Friendly South Pasadena subcommittee.

Discussion/Analysis

In November 2021, the Commission received a presentation on the national organization, Dementia Friendly America (DFA) from Nathan Kirschenbaum and Chris Glaeser. The presentation provided information on how to begin the process of joining DFA and how to begin creating a community that is educated and informed on dementia. Chris Glaeser has been taking steps towards receiving community support of joining DFA, including providing the same presentation to the South Pasadena Chamber of Commerce.

The subcommittee would serve to gather information on the process of creating Dementia Friendly South Pasadena, provide reports to the Senior Citizen Commission, and present to the City Council. Additionally, staff and the subcommittee would work to establish guidelines and outlined objectives.

At the February 9, 2022 Senior Citizen Commission meeting, the Commission approved establishing a Dementia Friendly South Pasadena subcommittee.

Background

Dementia Friendly America is a national network of communities, organizations, and individuals who work towards creating communities that are supportive of people living with dementia and their caregivers. By joining DFA, communities stay engaged in the process to become more dementia friendly.

Fiscal Impact

The fiscal impacts of a Dementia Friendly South Pasadena subcommittee are minimal and accounted for within the Community Services Department's budget.

Public Notification of Agenda Item

Nomination of Appointments to Dementia Friendly South Pasadena Subcommittee

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
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.



Senior Citizen Commission Agenda Report

ITEM NO. 10

DATE: March 16, 2022

FROM: Melissa Snyder, Community Services Supervisor 

SUBJECT: Review and Approve the 2022 Senior Citizen Commission Work Plan

Recommendation

It is recommended that the Commission review and approve the 2022 Commission Work Plan.

Discussion/Analysis

The 2022 Senior Citizen Commission Work Plan will provide guidance on projects, planning, and execution of various programs provided by the South Pasadena Senior Center. The Work Plan should be considered to ensure staff and commission are aligned in mutually agreed upon goals for the benefit of the senior community served. Moreover, it will provide transparency in services provided to constituents.

Alternatives Considered

1. Approve a portion of the plan – Commissioners approve only a portion of the 2022 Work Plan and work with staff to ensure other more immediate needs of the seniors are addressed for the 2022 calendar year.
2. Dismiss the Work Plan altogether and only ensure the immediate needs of the seniors are addressed for the 2022 calendar year.

Next Steps

1. Approve the Work Plan and assign Commissioners to assist with the Work Plan.

Background

The purpose of the Senior Citizen Commission Work Plan is to set goals for the calendar year, that enhance services for seniors, raise awareness of challenges faced by the senior community and their families, as well as increase participation at the Senior Center.

Fiscal Impact

There is no fiscal impact associated with the 2022 Work Plan.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Review and Approve to the 2022 Senior Citizen Commission Work Plan
March 16, 2022
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Attachments:

1. 2022 Senior Citizen Commission Work Plan

ATTACHMENT 1

2022 Senior Citizen Commission Work Plan

Senior Citizen Commission

2022 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Community Outreach	Call/engage community members and older adults		May/June	Increase awareness of Dial-A-Ride and services provided to adults ages 55 and over
Senior Center Policies & Procedures	Review Senior Center Policies & Procedures		August	Ensure policies & procedures accurately represent changes at the Senior Center
Health & Wellness Fair/Community Workshops	Organize and coordinate groups to participate in community workshops and volunteer at events		September	Increase awareness on aging matters and services available to senior residents as well as increase participation in the center
Holiday Cheer & Snuggle a Senior Programs	Increase outreach to homebound senior citizens to share holiday cheer	Community Services Staff	December	Increase participation of persons served

ANNUAL REPORT 2021

SENIOR CITIZENS COMMISSION

City of South Pasadena



A Message from the Commission Chair

**Need message from Chair.*

Sincerely,

Rachel Fox
Senior Commission, Chair

SENIOR CITIZENS COMMISSION

Act in advisory capacity to the city council in all matters pertaining to senior citizens and to cooperate with governmental agencies and civic groups in the advancement of senior citizen planning and programming.

PURPOSE STATEMENT

The Senior Citizen Commission supports the South Pasadena Senior Center in the following ways: Sharing information with local service groups and faith community; educates the families and caregivers on aging related matters; evaluates programs and services offered and comes up with ways to increase awareness, as well as participation.

Senior Citizen Commission

Rachel Fox,	Commission Chair
Ellen Daigle,	Commission Vice-Chair
Barbara Klein,	Commissioner
Shireen Chang,	Commissioner
VACANT	Commissioner

Michael Cacciotti, Mayor	City Council Liaison
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Melissa Snyder, Community Services Supervisor	Staff Liaison
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Senior Citizen Commission meetings are held every second Wednesday of the month at 8:30 am.
Meetings are held at: South Pasadena Senior Center, 1102 Oxley Street, South Pasadena.

COVID-19 Pandemic Emergency Response #1

The COVID-19 pandemic continued to create challenges and obstacles for the South Pasadena Senior Center in 2021.

The Community Services Department continued to ensure the needs of the most vulnerable populations were met. The Nutrition Program continued to provide healthy and nutritious meals to homebound seniors throughout Los Angeles County. Additionally, staff worked with faith-based organizations and non-profits to deliver groceries, medication, and other essential items to seniors.

Dial-A-Ride continued to utilize its resources to assist with the demand of the senior population. Staff helped to deliver frozen bulk meals to seniors as well as transporting seniors to medical appointments, pharmacies and other essential businesses.

In July of 2021, the South Pasadena Senior Center reopened to the public. Community Services Department staff began to bring back modified in-person activities to the Senior Center at that time. After the 18-month closure due to COVID-19, on-going groups such as bridge and other games, language classes, and book discussion groups returned to the Senior Center. Essential fitness classes moved outdoors to accommodate seniors' needs. Staff worked to provide modified special events such as a Halloween Party and movie in place of the normal luncheon, numerous senior social hours, and holiday coffee and treat days.

Commissioners continued to work closely with staff to help seniors with the emotional toll of surviving the pandemic. Commissioners kept staff abreast on the needs of the seniors and assisted staff with helping seniors get the support needed to endure the pandemic.

Lastly, the Senior Center was able to host its first Christmas and Holiday Luncheon since suspending in-person congregate meals. The Senior Citizens

Commission recommended to the City Council to require proof of vaccination to add an additional layer of protection for of all those in attendance.

Bringing Cheer During the Pandemic #2

In addition to ensuring seniors' basic needs were met during the pandemic, staff made significant strides in meeting the emotional well-being of seniors as well.

In an effort to spread cheer and keep the seniors connected to the community, the Holiday Cheer Program was reinstated. Staff and Commissioners worked together to solicit donations of gift cards and sweet treats.

Staff prepared monthly newsletters to ensure the seniors remained connected with the community and keep comprised of developments pertaining to the pandemic. The newsletters contained information about resources available to assist them with essential needs, such as grocery shopping. To address their mental well-being, staff also included hotline numbers for emotionally distressed seniors.

The Library staff donated handmade cards from local youth that were distributed with senior meals. The handmade cards had warm wishes and funny jokes that brightened their days.

Snuggle a Senior Program was introduced in order to find another way to reach out to vulnerable homebound seniors. Staff and Commissioners worked together to collect donations of new blankets and cards or letters to be distributed the South Pasadena seniors. Dial-A-Ride staff delivered bags that included a blanket, card or letter, and additional information regarding senior services. The

program helped serve as an additional outreach opportunity for the Senior Center.